



Umatilla County Elections

Candidate Information Packet

November 8, 2016

General Election

Umatilla County Elections
216 SE 4th St, Ste 18
Pendleton, OR 97801

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IMPORTANT DATES FOR

NOVEMBER 8, 2016 GENERAL ELECTION

- ◆ First day for local candidate to file
June 1, 2016
15th day after Primary, ORS 249.722

- ◆ Last day to file ballot title for measures:
(referrals - county & city)
August 19, 2016
80th day before General, OAR 165-014-0005

- ◆ Last Day for city or district candidate to file for
office
August 30, 2016
70th day before General, ORS 249.037, 247.025,255..235

- ◆ Last day for candidate who files candidacy with
county clerk to file statement for county
voters' pamphlet
September 1, 2016
68th day before General, OAR 165-022-0010(2)a

- ◆ Last day for SOS, elections officials to
file statement of candidates, measures &
explanatory statements
September 8, 2016
61st day before General, ORS 254.085, 254.095;
254.103;255.085; OAR 165-022-0010

- ◆ Last day for candidate who files candidacy
with governing body other than county clerk to
file statement for county voters' pamphlet.
September 12, 2016
57th day before General, OAR 165-022-0010(2)c

- ◆ Last day to file measure arguments for county
voters' pamphlet

- ◆ Ballots mailed to military & overseas voters
September 24, 2016
45th day before General, ORS 253.045; 253.065

- ◆ Ballots mailed to out-of-state voters
October 10, 2016
29th day before General, ORS 253.065; 254.470

- ◆ Voter Registration Deadline
October 18, 2016
21st day before General, ORS247.025

- ◆ First day to mail ballots out
October 19, 2016
20th day before General, ORS 254.470

- ◆ Election Day
Tuesday, November 8, 2016

How and Where to File for Office

To file for office, you must complete the candidacy filing forms, and submit them to the appropriate filing officer. If required, you must pay a filing fee, or submit signatures in lieu of a filing fee.

Filing by Declaration:

- Completely fill out and turn in form SEL 101
- Pay the filing fee
- County offices of Commissioner/Sheriff \$50.00

Filing by Petition:

- Completely fill out and turn in form SEL 101
- Turn in the signature sheet form SEL 121 with sufficient signatures
- Petition signers must be registered voters in the same county/city/district/zone as the candidate

Contact City election official for information on open offices for the November 8, 2016 election

OFFICE	FILING OFFICER	HOW TO FILE
Federal Statewide State senator or representa- tive Judge District attorney	Oregon Elections Division	Online using ORESTAR or By completing and submitting the appropriate forms.
Local charter or ordinance provisions may supersede the information provided for local offices. Contact the filing officer to ensure you complete the correct forms.		
County Offices	County election official	Complete and return the appropriate forms SEL 101 + \$ 50.00 Filing fee or SEL 101 & SEL 121 with correct number of signatures SEL 101 + \$ 50.00 Filing fee or SEL 101 & SEL 121 with correct number of signatures (<i>Also must submit Proof of certification or eligibility for certification by Department of Public Safety Standards and Training must be provided to filing officer no later than 61 days prior to the election. Exceptions may apply ORS 206.015</i>)
Precinct committee person		SEL 105 no filing fee
District Offices	County elections official, of the county in which the administrative office of the district is located.	SEL 190 + filing fee or SEL 121 with correct number of signatures
City Office	City election official	Complete and return the appropriate forms

Campaign Finance

For those candidates who plan to receive or spend less than \$ 750 during the entire campaign:

You are not required to form a Principal Campaign Committee (Candidate's Statement of Organization—SEL 220) or file any Contribution or Expenditure reports or forms.

Any candidate who plans to/or receives or spends more than \$750.00 during the entire campaign, must:

Form a Principal Campaign Committee You must file a completed SEL 220 (Candidate's Statement of Organization) and a completed SEL 223. This filing must be done with the Secretary of State using their electronic filing system called ORESTAR at <http://sos.oregon.gov/elections>

If you are a candidate who plans to/or receives or spends more than \$750 and less than \$3,500 during the entire campaign:

You may file a PC7 (Certificate of Limited Contributions and Expenditures). This filing must be done with the Secretary of State using their electronic filing system called ORESTAR at <http://sos.oregon.gov/elections>

Or— you may file detailed contribution or expenditure reports on ORESTAR.

If you are a candidate who plans to/or receives or spends more than \$3,500, during the entire campaign:

You must file detailed contribution and expenditure reports using the Secretary of State's electronic filing system called ORESTAR at <http://sos.oregon.gov/elections>

Beginning January 1, 2007, Contribution and Expenditure filings must be made with the Secretary of State using their ORESTAR electronic filing system. The Secretary of State is now the filing officer for all local campaign committees.

Umatilla County Voters' Pamphlet

If you would like to have your picture and/or additional information in the voters' pamphlet, the cost would be as indicated in the voters' pamphlet section of this filing packet. **Voters' Pamphlet Statements Must Be Typed.** Please read the directions very carefully. You will need to fill out the County Voters' Pamphlet forms and complete the "Required Information" section again, even though you already provided similar information on your candidate filing form.

If you have any questions, please call 541-278-6254.

COUNTY VOTERS' PAMPHLET

INFORMATION FOR CANDIDATES

The Umatilla County Election Office will publish a voters' pamphlet for all elections. This pamphlet will be mailed to each household and available on our website.

<http://www.umatillacounty.net/elections>

For city and county candidates at the primary or general election the following fees apply:

Number of Voters in District	Less Than 1,000	1,000 to 9,999	10,000 to 49,999	50,000 and Over
Filing Fee	\$25	\$50	\$100	\$300

ELECTION	MARCH 08, 2016 SPECIAL	MAY 17, 2016 PRIMARY	SEPT 20, 2016 SPECIAL	NOV. 08, 2016 GENERAL
Deadline for candidates that filed candidacy with County Elections Office:	Monday, Jan. 11, 2016 57th day before OAR 165-022-0010	Thursday, March 10, 2016 68th day before OAR 165-022-0010(2)a	Monday, July 25, 2016 57th day before OAR 165-022-0010	Thursday, Sept. 1, 2016 68th day before OAR 165-022-0010(2)a
Deadline for candidates that filed candidacy with a City, Dept. of Agriculture, or Other:	Monday, Jan. 11, 2016 57th day before OAR 165-022-0010	Monday, March 21, 2016 57th day before OAR 165-022-0010	Monday, July 25, 2016 57th day before OAR 165-022-0010	Monday, Sept. 12th, 2016 57th day before OAR 165-022-0010

Two identical black and white photographs are required. Minimum size is 3"x5" and the maximum size is 8"x10". The preferred photograph size is 3"x5" or 5"x7" because they will reproduce the best. Photographs must be less than four (4) years old from the date of submission.

ORS 251.075 (2) A portrait submitted for inclusion in the voters' pamphlet shall:

- (a) Be a conventional photograph with a plain background;
- (b) Show the face or the head, neck and shoulders of the candidate; and
- (c) Be prepared and processed for printing as prescribed by the Secretary of State

ORS 251.075 (3) A portrait submitted for inclusion in the voters' pamphlet may not:

- (a) Include the hands or anything held in the hands of the candidate;
- (b) Show the candidate wearing a judicial robe, a hat or a military, police or fraternal uniform; and
- (c) Show the uniform or insignia of any organization.

General Instructions

1. A typewritten and signed 'Candidate's Statement for County Voters' Pamphlet' along with the appropriate filing fee must be filed with the County Elections office no later than 5 pm on the filing deadline. Postmarks do not count. No candidate information will be listed in the County Voters' Pamphlet unless these fees and the 'Candidate Statement' for County Voters' Pamphlet are filed. **Any filings received or are unsigned after 5 pm on the deadline will be rejected.** A county may choose independently to list a candidate's name in their Voters' Pamphlet.
2. Each county produces its' own individual County Voters' Pamphlet. If the Candidate's jurisdiction or district is located in more than one county a separate 'Candidate's Statement for County Voters' Pamphlet' must be filed and the fee paid to each county where the statement is to be printed.
3. **The combined count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. If the statement exceeds 325 words/numbers it will be edited by the County Elections office.**
4. A candidate may submit an 'Amended Statement' or different portrait until 5 pm on the filing deadline. If a statement is amended a new completed 'Candidate's Statement for County Voters' Pamphlet' form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and form can be faxed or a scanned copy e-mailed to the county elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required.

Candidate's Statement for County Voters' Pamphlet

1. Submit signed 'Candidate's Statement for County Voters' Pamphlet' with the 'Required Information' complete on the filing form or attach a standard 8 ½" x 11" white paper containing the 'Required' and/or 'Optional Information' to the signed form. 'Required' and 'Optional Information' is to be submitted typewritten.
2. **In addition to filing the signed original of the 'Candidate Statement for County Voters' Pamphlet', it is recommended that the candidate e-mail the electronic text of the 'Required' and 'Optional Information' to the County Elections office. The electronic text must mirror the submitted print version exactly.**
3. The candidate or authorized agent must sign the statement.
4. The statement must consist of words/numbers only; charts or graphics may not be used (other than bullet points).
5. The 'Candidate's Statement' must begin with the 'Required Information' which includes "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325.
6. In the 'Required Information', use semicolons to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons and colons as appropriate. The word "None" may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section. The word "None" counts as part of the word count.
7. The combined total word count for 'Required' **and** 'Optional Information' **must not exceed 325 words/numbers** and the entire statement shall fit within 30 square inches of Voters' Pamphlet space. **Please hand-count your statement to ensure that your word count does not exceed the 325 maximum word/number count.**
8. Generally, anything with a white space around it counts as a word. If the word is hyphenated and the word is listed in a dictionary as one word that can be used either with or without a hyphen, it will count as one word. All other hyphenated words will count as more than one word.
9. In the 'Optional Information', standard formatting attributes, such as boldface, all caps, centering, underlining, bulleted and numbered lists may be used. These formats are not permitted in the 'Required Information'. Italics can only be used when citing the source of published material. Any other italic used will be changed to plain text. Bullets do not count towards the word count.

10. The County Elections office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. **Please proof your submission before filing.**
11. If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the County Elections office will notify the candidate of the rejection.

Endorsement Statement - Authorization for use of name or organization as part of the 'Candidate's Statement for Voters' Pamphlet'.

1. If the name of a person and/or title or organization is used as part of the 'Candidate's Statement in the Voters' Pamphlet', a signed 'Endorsement Statement for County Voters' Pamphlet' form **must be filed no later than 5 pm on the filing deadline.** Please see the 'Endorsement Statement' form for more information.
2. Any name (other than the candidate or committee) listed on the 'Candidate's Statement' filing form without a submitted signed 'Endorsement Statement' form or one not filed by 5 pm on the filing deadline will be removed per ORS 251.405.

Quotes from previously published sources

1. Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and publication date must be provided. If this quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will all count towards the 325 maximum word count.
2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website be maintained for your records from the date you are referencing in your candidate statement.
3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: "*The Oregonian*, 06/21/2011" or from Mayor Smith's website, www.mayor-smith.com 06/21/2011 or "In the latest edition of the NW Times, the paper said this about me '... that Joe Smith is the best person for the job.'" *NW Times*, 02/04/2014.

Portrait

1. A portrait photo is optional. Two identical black and white photographs are required. Minimum size is 3"x5" and the maximum size is 8"x10". The preferred photograph size is 3"x5" or **5"x7"** because they will reproduce the best.

It is strongly recommended a digital file portrait in a standard file format (.tif or .jpg) be submitted, on disk or as an attachment to an e-mail sent to the County Elections office. The digital file must clearly reference the candidate name and should be a minimum of 300 dpi. If the portrait submitted is in a format different from those recommended above, the quality of reproduction may be affected or the portrait may be unusable. The portrait must be received by the filing deadline. If a digital file is submitted, a hard copy print of the same exact portrait that was submitted must be provided by the deadline with the filing.

1. The portrait **must be less than four years old.** If the portrait is older than four years old, it will not be used in the Voters' Pamphlet.
2. The **portrait should only show the face, neck and shoulders of the candidate;** no hands, or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
3. The **background of the portrait must be plain** (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or altered. In the portrait, a candidate may not wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Portraits that do not meet these requirements will be cropped or altered and any additional expenses charged to the candidate.
4. It is recommended that the candidate name be written on the back of the print. Do not use a pen that will bleed through to the portrait.

FORMS

**Candidate's Statement for Voters' Pamphlet
'Required Information'**

(Candidate name)

TOTAL maximum of 325 hand-counted typewritten words/numbers for 'Required' and 'Optional Information', excluding bolded headings already printed on this form. All sections of the 'Required Information' must be completed. If there is not relevant information for a required section the word "None" should be inserted. If attaching a typewritten document with either the 'Required' and/or 'Optional Information' write "See Attached" in the appropriate section of this form.

Occupation (Present paid or unpaid employment):

Occupational Background (Any previous paid or unpaid employment):

Educational Background: (relevant schools attended)

Name of School	Educational study - Major/minor	Diploma/Degree/Certificate
,	,	;
,	,	;
,	,	;
,	,	.

Prior Governmental Experience (Elected or appointed):

'Optional Information'

Please attached a separate sheet for your optional information – remember, both your required and optional information count toward the 325 word limit.

Candidate () checklist for 'Candidate's Statement for County Voters' Pamphlet (VP)' information:

- | | |
|---|---|
| <input type="checkbox"/> Typewritten & signed 'Candidate's Statement' for County VP | <input type="checkbox"/> (Optional) 'Optional Information' |
| 'Required Information': | <input type="checkbox"/> (Optional) Portrait |
| <input type="checkbox"/> Occupation; | <input type="checkbox"/> (If applicable) Endorsement Statement #: _____ |
| <input type="checkbox"/> Occupational Background; | <input type="checkbox"/> Fee provided |
| <input type="checkbox"/> Educational Background; | <input type="checkbox"/> Word Count (325 words/numbers MAX) |
| <input type="checkbox"/> Prior Governmental Experience. | |

Endorsement Statement for County Voters' Pamphlet Instructions

General Instructions

An original, faxed, e-mail attachment or copy of an 'Endorsement Statement for County Voters' Pamphlet' should be filed with the 'Candidate Statement' or 'Measure Argument' it relates to and must be filed no later than the 5 pm Voters' Pamphlet filing deadline. If the name of a person or organization is used in a 'Candidate Statement' or 'Measure Argument' as supporting or endorsing the 'Candidate Statement' or 'Measure Argument', **you must either:**

1. File an 'Endorsement Statement for County Voters' Pamphlet' form.

File an 'Endorsement Statement for County Voters' Pamphlet' form signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of their name and title, if used, of the person and/or organization as provided in the 'Endorsement Voters' Pamphlet Box'. An organization's name should only be used if the organization is endorsing the 'Candidate Statement' or 'Measure Argument'.

Example 1 Endorsement -

'Measure Argument' language:

"The following sheriff supports Measure 2-99: Bill Smith, Cooper County."

'Endorsement Voters' Pamphlet Box' should contain the following: **Bill Smith, Cooper County Sheriff.**

Example 2 Endorsement -

'Candidate Statement' language:

"The Cooper City Council unanimously endorses this candidate for Sheriff."

'Endorsement Voters' Pamphlet Box' should contain the following: **Cooper City Council** (Note: All Councilors on this Council must each sign a separate 'Endorsement Statement for County Voters' Pamphlet' form.)

- OR -

2. Use a quote with source in a 'Candidate Statement' or 'Measure Argument'. (If a previously disseminated quote is used, no 'Endorsement Statement for County Voters' Pamphlet' form is necessary.)

Use the name and title, if used, of the person or the name of the organization with the quotation that was made by the person or authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its' inclusion in the 'Candidate Statement' or 'Measure Argument' and the quotation must be identified in the 'Candidate Statement' or 'Measure Argument' by its source and date of dissemination/publication.

Examples 1 - for identifying the source of a quote are:

Author Name (if applicable), *Newspaper Name*, Date of Publication;

Author Name (if applicable), *Magazine Name*, Date of Publication;

Author Name, *Book Title*, Date of Publication;

Author Name (if applicable), website (www.???), Date of posting.

Example 2 - of quotes:

"In the latest edition of the *NW Times*, the editorial board in the paper said this about me "... that Joe Smith is the best person for the job." *NW Times*, 11/24/2013."

"This was a very important issue that was not covered before." Jane Smith, *The Book of Politics*, 10/15/2010.

Endorsement Statement for County Voters' Pamphlet

Important! Please read all instructions before completing this form. This form is to be used if a **name of a person or organization is used** in either a 'Measure Argument' or 'Candidate Statement' that is being submitted for inclusion in a County Voters' Pamphlet.

Filing Information

Election: Primary 20____ General 20____ Special_____

Endorsement Statement For Either:

Candidate Statement: _____
Name of Candidate

Measure Argument: # _____ - _____
Measure Number

Endorsement

I, _____, consent to the use of my name and title, if used, or
(printed name) the name of an organization I am authorized to represent **exactly as is appears in the 'Endorsement Voter's Pamphlet Box' below.**

Endorsement Voter's Pamphlet Box

In this box, type or legibly print the persons name and title, if used, and/or organization name person is authorized to represent, EXACTLY as it is to appear in the Voters' Pamphlet 'Candidate Statement' or 'Measure Argument'. An organization's name should only be used if the organization is endorsing the 'Candidate's Statement' or 'Measure Argument'. (See examples on reverse side)

Warning! Submitting a false signature on this statement is a violation of ORS 251.405.

Signature of consenting individual or representative

Date signed

For office use only